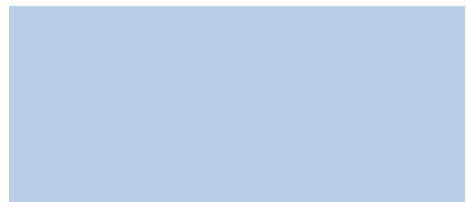
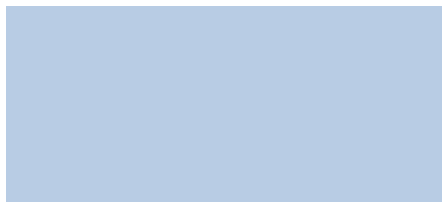




# *Shipments Web User Guide*

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# INTRODUCTION

The Shipments Web application allows you to locate, filter, edit and perform various functions related to your "live" shipments through a user-friendly interface.

Based on your access privileges, you can view details on your shipments according to the domain categories available to you and your selection. One or more of the following domain categories may or may not be available:

- Canadian Brokerage (imports)
- US Brokerage (imports)
- North American Freight (shipments)
- International Freight (shipments)
- B2/B3X (customs documentation)

For customs definitions, refer to Imanet's Glossary of terms located on our website at [www.imanet.net](http://www.imanet.net).

## System Requirements

Prior to logging into Shipments Web, ensure that you have your system configured as follows:

- Browser: Internet Explorer 6.0 or greater required
- JavaScript must be enabled
- 1280 X 1024 resolution recommended
- Turn off all popup blockers in the Internet Explorer browser
- To view your CCI reports, ensure that you have Adobe's Acrobat Reader installed prior to logging into Shipments Web. If not, click the [Adobe](#) link to download and install the latest version of Adobe Reader (freeware) directly from the Adobe.com website.



## Logging In to Shipments Web

After clicking the <Client Sign In> link on Thompson Ahern's website, you are presented with the Shipments Web Login page.

Login


Username:

Password:

Theme:

☒ Save Password

-This application is optimized for Internet Explorer 6+.  
-Best viewed in at least 1280 x 1024 resolution.  
-All Popup Blockers in the browser must be disabled.  
-Javascript must be enabled for this application to run

 [Adobe Acrobat Reader plug-in is required to view the CCI reports](#)

The Login page is typical of any other login page except that you can choose the “skin” that you wish you apply while accessing Shipments Web. Making a selection changes the colour scheme used. Currently, there are three theme selections:

- Black
- Vista
- Default

Once you have successfully entered your username and password and clicked **Continue**, the Main Shipments Web page appears.













Select the **Save Password** checkbox to save your username and password for subsequent logins so that you do not have to retype them each time. Caution should be taken if you are using a computer used by more than just you. Should that be the case, do not select the **Save Password** checkbox.



## Main Shipments Web Page

Once you have successfully logged into the Shipments Web application, the first page (Main Shipments Web page) that displays, allows you to define and **Submit** your search criteria by entering specific data in the fields provided.

Client Code:	<input type="text"/>		Mode of Transportation code:	<input type="text"/>	
Vendor Code:	<input type="text"/>		Shipment Status:	<input type="text"/>	
Carrier Code:	<input type="text"/>		Shipment Date:	<input type="text" value="8 / 8 / 2008"/>	
Voyage Number:	<input type="text"/>		Release Date:	<input type="text" value="8 / 8 / 2008"/>	
Transaction Number:	<input type="text"/>		Port of Exit Code:	<input type="text"/>	
File Number:	<input type="text"/>		Port of Unloading Code:	<input type="text"/>	
Cargo Control Number:	<input type="text"/>				
PO Number:	<input type="text"/>		Number of Packages:	<input type="text"/>	
Commercial Invoice Number:	<input type="text"/>		Bill Invoice Number:	<input type="text"/>	
Blanket Purchase Agreement Number:	<input type="text"/>		Project:	<input type="text"/>	
Container Number:	<input type="text"/>				
Master Way Bill Number:	<input type="text"/>		Other Reference Number:	<input type="text"/>	
House Way Bill Number:	<input type="text"/>		Sales Order:	<input type="text"/>	
Bill of Lading Number:	<input type="text"/>		Exporter's Reference:	<input type="text"/>	
			Client's Reference:	<input type="text"/>	
			Ref Type:	<input type="text"/>	
			Ref Number:	<input type="text"/>	

Alternately, you have the choice of not entering any search criteria and simply click **Submit** to display the Search Results page with all shipment records available to your team and user profile. Once on the Search Results page, you can then filter (using simple or advanced search functionality) the resulting shipment records as needed. See Performing a Simple Search on page14 and Performing an Advanced Search on page15.



Subsequently, if you did not receive the desired results, you can do one of the following:

- Return to the Main Shipments Web page and redefine and/or void your search criteria and **Submit** again.
- Filter the results on the Search Results page using the simple or advanced search functionality.

## Filtering from the Main Shipments Web Page

You can perform a search by entering specific criteria on the Main Shipments Web page to display a set of shipments you would initially like to view.

The following applies:

- If you choose to not enter any search criteria on this page, you can simply click **Submit**. All shipments available to your profile displays on the Search Results page which spans over one to multiple pages.
- If you are unsure what code or value to enter or select, you can do one of the following if the option is available:
  - Click the **Binoculars** icon (if available) corresponding to the desired field. This displays its related Search window. You can then locate and select the value you wish to use for your search.
  - Click a down (**V**) arrow (if available) to select a field option from the associated drop-down list.
  - If you are unsure of a field entry, place your mouse-pointer over a field to view its description.
- If you wish to redefine your criteria, use the **Clear** button to refresh all field entries back to their default values (blank or valued).
- If you wish to exit from Shipments Web, click **Exit** located at the bottom of the page. You are returned to the Shipments Web Login page.

The fields made available on the Main Shipments Web page allow you to narrow the resulting number of shipment records returned and subsequently displayed on the Search Results page. Each field is described as follows:

Field	Description
Client Code *	Enter the code assigned to the customer for which you are searching.
Mode of Transportation Code **	Enter the modes of transportation (MoT) used for the shipment/movement of cargo. MoTs can be one of Air, Highway, Mail, Pipeline, Railway or Water (marine).
Vendor Code *	Enter the code assigned to the customer for which you wish to include in your search.
Shipment Status **	Enter the status of the shipment for which you are searching.
Shipment Date **	Enter the date the shipment was shipped.



Field	Description
Carrier Code *	Enter the code assigned to the carrier for which you wish to include in your search.
Release Date **	Enter the date the shipment was released from customs.
Voyage Number	Enter the vessel number of the ship containing the cargo.
Transaction Number *	Enter the transaction number associated to the shipment that you wish to include in your search.
Port of Exit Code *	Enter the code for the port from which the shipment left.
File Number	Enter the transaction number for the shipment.
Port of Unloading Code	Enter the code for the port at which the shipment is unloaded.
Cargo Control Number	Enter the cargo control number associated with the shipment that you wish to include in your search.
PO Number	Enter the purchase order number for the goods being shipped.
Commercial Invoice Number	Enter the commercial invoice number you wish to include in your include in your search.
Bill Invoice Number	Enter the billing invoice number you wish to include in your search.
Blanket Purchase Agreement Number	Enter the blanket purchase agreement number for which you are searching.
Project	Enter the project number for the shipment.
Container Number	Enter the container number for which you are searching.
Master Way Bill Number	Enter the master way bill number for which you are searching.
Other Reference Number	Enter a reference number associated to another document for which you are searching.
House Way Bill Number	Enter the house way bill number for which you are searching.
Sales Order	Enter the sales order number for which you are searching.
Bill of Lading Number	Enter the bill of lading number associated to the shipment for which you are searching.
Exporter's Reference	Enter the exporter's reference number for which you are searching.



Field	Description
Ref Type *	Enter or search for the reference type on which you are basing your search. The <b>Ref Number</b> field automatically becomes a mandatory field entry.
Ref Number	Enter the number of the reference type document on which you are basing your search.

\* Indicates that you can perform a search for a value by clicking the **Binoculars** icon.

\*\* Indicates that you can select an option from the associated drop-down list provided for the field.

Once you are satisfied with the search criteria you have entered (if any), click **Submit** to perform your search. Your results display on the Search Results page.

## Caveat

There are several caveats that you should be aware of when entering search criteria on the Main Shipments Web page:

- If you enter a Ref Type as (part of) your criteria, the **Ref Number** field becomes a mandatory entry field. If you do not enter a ref number and click **Submit**, a flashing error icon (!) appears beside the **Ref Number** field. You must make an entry before your search is processed.

Ref Type:	<input type="text" value="cbtrx"/>	
Ref Number:	<input type="text"/>	

- If you entered criteria in a field and you did not receive the results desired, you can return to the Main Shipments Web page, type or select a Ref Type from the Search window to enter the appropriate value in the corresponding **Ref Number** field. For example, select "PO Number" as your Ref Type and enter the desired PO number in the **Ref Number** field.





## Search Results Page

All shipments records display on this page according to the search criteria entered on the Main Shipments Web page (if any) and/or the selected domain category (Canadian Brokerage, B2/B13X).

The screenshot displays the 'Search Results' page for the 'B2/B3X' domain. The search criteria are 'B2/B3X - Query : All Records'. The results table shows one record with the following details:

Transaction Number	Bill-To Code	Release Date	PO Number	Vendor Code	Estimated Date of Arrival
14969400500365	TEST1		243423423	BRITANNIMI	10/25/2002

The details section for the selected record shows the following information:

- Transaction Number : 14969400500365
- Bill-To Code : TEST1 - test Client Name 1
- Release Date :
- PO Number : 243423423
- Vendor Name : BRITANNIMI - BRITANNIA MILLS, CROSLAND MOOR
- Estimated Date of Arrival : 10/25/2002 12:00:00 AM
- Estimated Date of Arrival : 10/25/2002 12:00:00 AM
- Cargo Control Number : 423432423432
- Gross Weight : 5
- Trailer Number : 217878378
- Bill of Lading Number : 34903298023
- Mode of Transport Code : a
- Location Cart : False

Refer to the following topics related to the Search Results page:

- For basic navigation of Shipments Web, refer to Navigating Shipments Web on page 7.
- For shipments web functions, refer to Function Toolbar on page 9.
- For simple searching, refer to Performing a Simple Search on page 14.
- For advanced searching, refer to Performing an Advanced Search on page 15.

## Navigating Shipments Web

The Search Results page layout for Shipments Web contains the following elements:



- Top Toolbar on page 8
- Navigation Menu and Header on page 8
- Search Toolbar on page 8
- Page Navigation Toolbar on page 8



## Top Toolbar

The Top toolbar contains three buttons and a display field (top right).



- **Exit** closes the application and returns you to the Shipments Web Login page. There is also an **Exit** button on the Main Shipments Web page as well.
- **Menu** returns you to the Main page where you can enter search criteria.
- **Toggle Full screen** closes (or reopens) the Search Results frame to display only the Details frame for the selected shipment record.
- **User login** field displays the name of the user currently logged into Shipments Web.

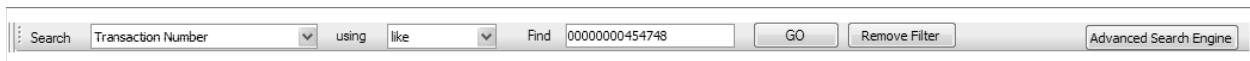
## Navigation Menu and Header

Upon selecting a domain category from the Navigation menu (located in the left frame), the second line displays the description header based on your selection.

For example, selecting the Canadian Brokerage domain category may display "Canadian Brokerage - Query: Released 7 + Not Released".

## Search Toolbar

The Search toolbar allows you to further filter your currently available data set by entering a single line of search criteria using the fields provided. See Performing a Simple Search on page 14.



You can also click the **Advanced Search** button to perform a search by entering multiple criteria. See Performing an Advanced Search on page 15.

## Page Navigation Toolbar

The number of pages (i.e. 1/37 means you are currently viewing page 1 of 37 pages) containing your data records displays below the Results frame on the Page Navigation toolbar. The Results frame is limited to displaying a maximum of 10 data records per page.



To display the previous page of shipment records, click the less than sign (<) located to the left of the page reference, if a previous page exists.

To display the next page of shipment records, click the greater than sign (>) located to the right of the page reference, if a subsequent pages exists.



## Record Count

The number of resulting records included in the available data set is counted and displays to the far right of the number of pages. If there are a considerably large number of records, it may take some time to sum the total number of records and display the total. Prior to the total being displayed on the Page Navigation toolbar, a progress bar displays to the far left while the system is counting the records. Once the count is complete, the total displays in the Number of Records field. If the total does not display or you wish to refresh the count, click the **Count Records** button.



*While the system is counting (in the background) the shipment records being returned, you can proceed with performing other functions as needed.*

The total number of records spans over the total number of pages. If the total number of records is too large, you can use the simple or advanced search option to reduce the number of records as required. Otherwise, use the navigation arrows to move through the pages of results.

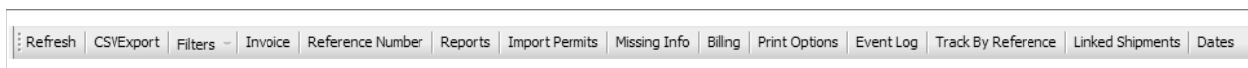
## Sorting Results by Column

Within your search results in the Results frame, you can click a column heading to sort your data set by field. Each time you sort within your data set, you are returned to the first page if not already there. The number of records are recounted and displayed again.

Due to the large amount of data presented, there are many fields of data provided, and therefore it is not possible to display all fields (columns) in the Results frame at the same time. To view additional fields (to the right of the main field set), you need to use the navigation bar located at the bottom of the Results frame by simply dragging it right (or left) to view the fields desired.

## Function Toolbar

The Function toolbar provides a number of buttons pertaining to specific functions you can perform on your search results..



Field	Description
Refresh	Click <b>Refresh</b> to refresh the sort order of your search results displayed in the Results frame back to their default display order.
CSVExport	Click <b>CSVExport</b> to export your shipment data in a CSV format. A File Download window displays, allowing you to open directly or specify where you wish to save the file. .
Filters	Click <b>Filters</b> to pick a quick filter option from the drop-down list. .

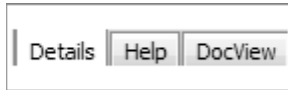


Field	Description
Invoice	Click <b>Invoice</b> to display the custom commercial invoice for the selected shipment transaction record. Detail lines from the Canadian Customs Invoice (CCI) header displays. Click Lines to display all lines from the invoice. Click Back to return to the previous page. .
Reference Number	Click <b>Reference Number</b> to display all related reference numbers associated to the selected shipment transaction record. Click Back to return to the previous page. .
Reports	Click <b>Reports</b> to open a Reports window. From this window, you can choose which report you wish to create and the necessary criteria that the report is to be based on. Your report can then be generated in a CSV or PDF file format. .
Import Permits	Click <b>Import Permits</b> to view all associated permits to the selected shipment transaction record. Click Back to return to the previous page. .
Missing Info	Click <b>Missing Info</b> to view lines of data that is flagged as missing. You can print and respond as required. Click Back to return to the previous page. .
Billing	Click <b>Billing</b> to display all associated billing invoice for the selected shipment transaction record. Detail lines from the Billing Invoice (CCI) header displays. Click Lines to display all lines from the invoice. Click Print to print the billing invoice. Click Back to return to the previous page. .
Print Options	Click <b>Print Options</b> to generate and print Client Statements or a Canada Customs Invoice..
Event Log	Click <b>Event Log</b> to display all events that have taken place on the selected shipment transaction record since it was initially created. Click Back to return to the previous page. .
Track by Reference	Click <b>Track by Reference</b> to track the selected shipment by reference code (reference type and number). .
Linked Shipments	Click <b>Linked Shipments</b> to view all linked shipments to the selected shipment. .
Dates	Click <b>Dates</b> to display all relevant dates for the selected shipment record. .



## Details Tab

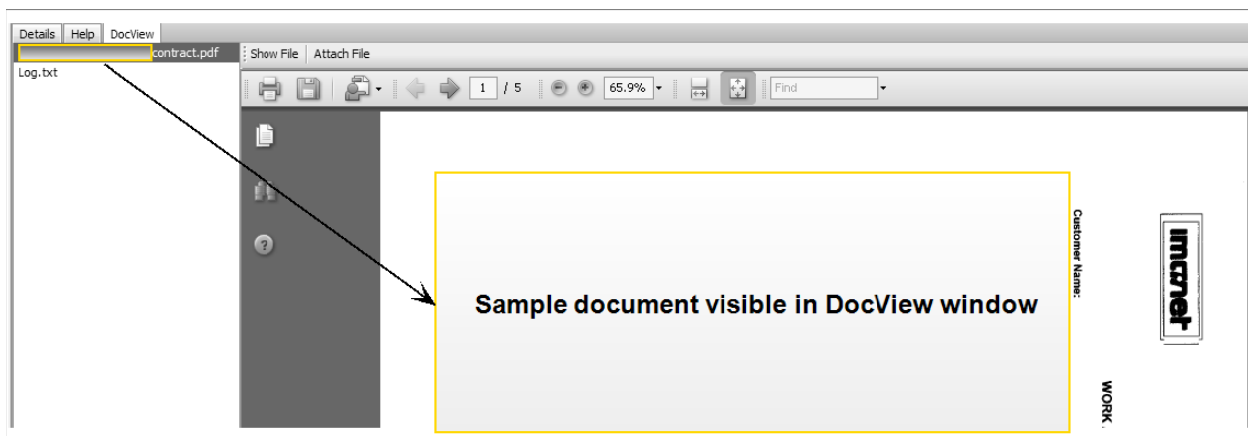
The Details tab displays the details of the chosen shipment record from the Results frame.



The values from each field displays, if available. If you wish to obtain a more complete view, click **Toggle Fullscreen** (located on the top toolbar) to collapse the Results frame, exposing more of the contents within the Details tab.

## DocView Tab

The DocView tab lists all associated documentation for the selected shipment transaction.



From the DocView tab, you can do the following:

- Click **Show File** to view a file attached to the shipment transaction record.
- Click **Attach File** to open the UploadForm window.

## Viewing an Attached File

To view a document that has been attached to a shipment:

1. Select the Shipment record from the Results frame whose associated documents you wish to view.
2. Select (highlight) the document from the Document list located in the left column of the DocView frame.
3. Click **Show File**.

The details of the selected document displays in the window to the right of the Document list provided you have the required browser plug-in (i.e. PDF reader plug-in). If not, the document opens in its native application format (i.e. a \*.csv document may open in MS Excel).



## Attaching a File to a Shipment

To attach a document to a shipment:

1. Select the Shipment transaction record from the Results frame to which you wish you add a document.
2. Click **Attach File** located in the DocView frame. An UploadForm window appears.
3. Select the type of document you are attaching (i.e. AWB, B13, Packing, FAX) from the **Document Type** drop-down list.

4. Click **Browse** to locate and select the document file you are attaching to the selected shipment from your computer or network.
5. Click **Submit**.

The full name and extension of the document displays in the Document list and is now available for viewing by other users with access privileges to do so.



## Using the Search Functionality

The Shipments Web application provides robust Search functionality to aid in your search for specific shipment data records. You can search to narrow the number of data records returned as follows:

- Use the Main Shipments Web page to enter a specific set of criteria using the fields provided to return a limited or specific number of data records. The results are presented on the Search Results page.
  - Click the **Binoculars** icon associated to a field entry to locate and retrieve a value you wish to use in your search. Clicking the **Binoculars** icon displays a Search window.
- Use the available search fields on the Search toolbar (Search Results page) to enter a single line of search criteria to filter your current data set.
- Use the Advanced Search functionality by clicking the **Advanced Search** button located on the Search toolbar in the Search Results page. Clicking **Advanced Search** displays an Advanced Search window.

## Searching on the Main Shipments Web Page

In the Main Shipments Web page, a number of fields have a corresponding **Binoculars** icon. Clicking on the **Binoculars** icon displays all related shipment records available to you based on the selected field. The display of this window is a combination of the Results frame, Search toolbar, and **Advanced Search** button as found on the Search Results page.

To perform a search:

1. From the Main Shipments Web page, click the **Binoculars** icon associated to the field for which you want to search and enter specific criteria.

The screenshot shows a web browser window titled "HelpScreen -- Webpage Dialog" displaying a search results page. The page has a search toolbar at the top with fields for "Search", "using", "like", "Find", and buttons for "GO", "Remove Filter", and "Advanced Search Engine". Below the toolbar is a table with four columns: "Transaction Number", "Client Code", "Estimated Date of Arrival", and "Release Date". The table contains 10 rows of data. At the bottom of the table, there is a pagination bar showing "< 1/4 >" and "Number of records : 32". Below the pagination bar are buttons for "Refresh" and "Accept". The browser's address bar shows the URL "http://www.imanet.net/ajaxsw/Route/1.754.7/ie/en-US/Vista/Resources/GizmoX/WebGUI/Forms/Commons/Dialogs/Dialog.htm.wgx".

Transaction Number	Client Code	Estimated Date of Arrival	Release Date
00000800003168			
00000800004557		10/30/2007	
00000800004568		10/30/2007	
00000800004580		11/2/2007	
00000800004591		11/1/2007	
00000800004626		11/2/2007	
00000800004637		11/2/2007	
00000800004648		11/2/2007	
00000800004659		11/2/2007	

The Result frame displays all shipments available to you, based on the selected field.

2. Perform one of the following searches if you cannot easily locate the record containing the value you need:





- Perform a Simple search by defining the criteria to be used on the current shipment data set using the available Search fields (**Search**, **Using**, and **Find**).
  - Perform an Advanced search to narrow the data set to a limited number of records and select the record you wish to base your search on.
3. Once you locate the desired value in your data set, click to highlight the associated record containing the value you wish to use in your search.
  4. Click **Accept**.  
The selected field on the Main Shipments Web window is populated with the chosen value.
  5. Proceed with completing your search criteria as required on the Main Shipments Web page.
  6. Once you have finished defining your search criteria, click **Submit**.  
Your search results display on the Search Results page.

## Performing a Simple Search

The Search toolbar is located on the Search Results page above the Results frame.

Search Transaction Number using like Find 00000000454748 GO Remove Filter Advanced Search Engine

To perform a simple search on your current data set:

1. Click the down arrow (**V**) from the **Search** drop-down list.
2. Select a field that you want to use as criteria to filter your data set. For example, select **Transaction Number** to base your search on a specific transaction number for a shipment.
3. Click the down arrow (**V**) to open the **using** drop-down list.
4. Select a operator from the **using** drop-down list: The two operators most people will use are highlighted below:

Operator	Description
like	Search in the selected field for a value containing the value specified
<	Search in the selected field for a value less than the value specified
>	Search in the selected field for a value greater than the value specified
< =	Search in the selected field for a value less than or equal to the value specified
>=	Search in the selected field for a value greater than or equal to the value specified
< >	Search in the selected field for a value between the range specified
=	Search for a value equal to the value specified

5. Type the value in the selected fields for which you are searching in the **Find** field.



- Click **Go** to perform the search. The shipment results appear in the Results frame.

If you decide to void your search criteria, click **Remove Filter**.

## Performing an Advanced Search

If a simple search definition (single line) is not enough to narrow down your results, you can either return to the Main Shipments Web page or click **Advanced Search** on the Search Results page to define your search criteria as required.



*The Advanced Search feature is more robust in functionality than searching from the Main Shipments Web page.*

To perform an advanced search:

- Click **Advanced Search** located in the Search toolbar on the Search Results page.

Search Transaction Number using like Find 00000000454748 GO Remove Filter Advanced Search Engine

The Advanced Search window appears.

Columns		Criterion: <input checked="" type="radio"/> and <input type="radio"/> or
		Submit
Transaction Number	<input type="radio"/> is <input checked="" type="radio"/> starts <input type="radio"/> like	<input type="text"/>
Client Code	<input type="radio"/> is <input checked="" type="radio"/> starts <input type="radio"/> like	<input type="text"/>
Estimated Date of Arrival	<input checked="" type="radio"/> Between	<input type="text"/> <input type="text"/>
Release Date	<input checked="" type="radio"/> Between	<input type="text"/> <input type="text"/>
Trailer Number	<input type="radio"/> is <input checked="" type="radio"/> starts <input type="radio"/> like	<input type="text"/>
		Submit

The column fields that display are directly related to the columns presented in the Results frame.

- At the top right-hand corner, define the relationship between each line of criteria you wish to include in your search by selecting the **And** or the **Or** radio button.

These are defined as follows:

**And** The search is based on the combination of all defined criteria. This means that the search through your data set is restricted to meeting all of the criteria specified. For example, you might search for shipment records that match the following criteria:

**Transaction # XXXXXXXXXX**



AND

**Estimated Date of Arrival** between 8/18/2008 and 8/25/2008

**Or**

The search is based on any of the defined criteria. This means that the search through your data set is widened and can meet any of the criteria specified.

3. Select the appropriate radio button (if more than one) corresponding to the field (second column) you are defining as part of your criteria.

This selection defines how you wish to match the value for which you are searching against the selected field. Possible options are:

<b>Is</b>	The field you wish to match must equal the value entered.
<b>Starts</b>	The field you wish to match starts with the value entered.
<b>Like</b>	The field you wish to match contains the value entered.
<b>Between</b>	The value you are searching for must fall within the defined range (i.e. date range)

4. Enter or select the value or range of values in the corresponding field which you are trying to match within the associated field.
5. Click **Submit**.

Your search results display in the Results frame according to the criteria entered through the Advanced Search window.



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